

# BYLAWS

## STAFFORD TOWNSHIP BOARD OF EDUCATION

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Duties of Treasurer of School Monies

### 0172 DUTIES OF TREASURER OF SCHOOL MONIES

The Treasurer of School Monies shall:

1. Receive and hold in trust all school monies, except monies from athletic events and pupil organization activities, and deposit them in the bank or banks designated by the Board, N.J.S.A. 18A:17-34;
2. Pay out school monies only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the Board President, Board Secretary and Treasurer, N.J.S.A. 18A:19-1;
3. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account to each employee, N.J.S.A. 18A:19-9, 19-10;
4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available, N.J.S.A. 18A:19-12;
5. Keep a record of monies received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board, N.J.S.A. 18A:17-35;
6. Pay over the balance of school funds on hand to his/her successor, N.J.S.A. 18A:17-35;
7. Render a monthly report (and at such other times as shall be requested by the Board) to the Board giving a detailed account of all receipts, the amounts of all warrants issued since the date of his/her last report, the accounts from which they were drawn, the purposes for which they were drawn and the balance in each account, N.J.S.A. 18A:17-36;
8. Render an annual report (no later than August 1 of each year) showing the amounts received and disbursed by him/her for school purposes during the school year and file a copy with the County Superintendent, N.J.S.A. 18A:17-36; and
9. Receive the proceeds of any bond sale and disburse them only to pay the expenses of issuing and selling the bonds and for the purpose or purposes for which the bonds were issued and for the temporary investment as and in the manner prescribed by law pending the carrying out of the purpose or purposes for which the bonds were issued, N.J.S.A. 18A:24-47.

Adopted: 22 July 2004  
Revised: 21 January 2010

